



The Federation of Minster and Monkton  
Church of England Primary Schools



# Admissions Policy

Lead Person: Helen Ling

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Review Date: September 2026

Signatures:

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Chair of Governors

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Executive Headteacher



## Minster Church of England Primary School



## Monkton Church of England Primary School

### Nurturing Foundations, Flourishing With God

### Compassion, Courage, Justice Jesus said, 'Go and do the same.'

Rooted in our Christian Foundations, we nurture, respect and value each individual, in the loving community of our village school.

Through our holistic development of both character and curriculum, our children learn and flourish.

From little seeds we grow: caring for God's world, building lifelong foundations and striving for a just and harmonious society.

Our school has compassion at its heart, which inspires us to be people of courage, who care for ourselves, stand with others and seek justice as we grow and discover the world around us.

By knowing each individual, our learning environment is shaped to encourage creativity, promote challenge through our learning values and nurture spirituality, ensuring all thrive.

### The Mustard Seed

Matthew 13:31-32 English Standard Version  
Anglicised (ESVUK)

### The Parable of the Good Samaritan

Luke 10:25-37 English Standard Version (ESV)

## Christian Foundations

**Creation Justice Love  
Forgiveness Peace**

**Compassion Courage  
Justice**

As a Federation, we are passionate about every individual flourishing, so that they can be nurtured and develop as well-rounded children, living life in all its fullness.

Every policy is written with our Christian Vision and Foundations in mind.

Admission arrangements for a child to a school in our Federation, are in accordance with those published by the Kent Local Education Authority.

#### Minster CEP School

Pupil Admission Number (PAN) Year group :- 60

Pupil Admission Number (PAN) Whole School 420

#### Monkton CEP School

Pupil Admission Number (PAN) Year group :- 15

Pupil Admission Number (PAN) Whole School 105

### **Process of Admission**

- Children are entitled to a full-time school place in the September following their fourth birthday.
- Open days and/or school tours are communicated via the school website, social media and flyers, sent to local nurseries, inviting parents of September Reception intakes, to look around the school.
- In term 6 prior to admission for the following academic year, parents and children have several opportunities, such as Stay and Play, Teddy Bears' Picnic and parent-teacher meetings, to meet Reception staff and familiarise themselves with the school.
- New children are phased in during the first week of term.
- Parents of Reception age children have the right to defer entry or to take the place up part-time, until the term in which the child reaches compulsory school age. This must be done in consultation with the school and follow KCC guidelines.
- If the request for a place is part of the in-year admissions process, an appointment needs to be made through the school office to arrange for a tour of the school.

Information on the process and the on-line application links can be found on the KCC website. Please follow this link:

<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

Parents of children with a disability are asked to meet with the Inclusion Leader and HOS to discuss how best the school can meet the needs of the child.

### **Oversubscription**

As a KCC schools Minster CEP and Monkton CEP are governed by their admission arrangements and over subscription criteria.

Before the application of oversubscription criteria, children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

The criteria used to prioritise applications when there is over-subscription are detailed on KCC's website. A link to the document can be found below:

<https://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-202526>

A summary of the over-subscription criteria for all Community and Voluntary Controlled primary schools is outlined below:

- Looked after children (children under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers in accordance with Section 20 of the Children Act 1989, or who is the subject of a care order under Part IV of the Act.) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order). -
- Sibling - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted, still live within 2 miles of the school or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- Health and Special Access Reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend a particular school because its buildings do not inhibit his/her mobility.
- Nearness of children's homes to school, using the distance between the child's permanent home address and the school, measured in a straight-line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.

### **In Year Admissions/Casual – starting school mid-year or at the beginning of years 1-6**

For casual admissions the Federation follows the Kent Admissions Policy. Please follow the link to KCC's website where you can download the form required should you wish to apply for a place at Minster Church of England Primary School or Monkton Church of England Primary School.

<http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>